

**WHITE CLIFFS COMMITTEE
MEETING MINUTES –December 21, 2018**

10:00 a.m. – Selectmen's Meeting Room, 63 Main Street, Northborough, MA

MEMBERS PRESENT: Kathleen Polanowicz, Committee Chair - Community Preservation Committee Liaison
Norm Corbin, Committee Vice Chair - Historical District Commission Liaison
Tom Reardon, At-Large Member
Julianne Hirsh - Board of Selectmen Liaison

MEMBERS ABSENT: Todd Helwig, At-Large Member

OTHERS PRESENT : John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator
Kathy Joubert, Town Planner

UPDATE REGARDING BUDGET AND ARCHITECT CONTRACT

Mr. Coderre distributed and reviewed a handout *White Cliffs Budget Update 12.21.18*, which shows the project expenses to date, consolidated by category. Expenses included the purchase & sales, insurance, utilities and storage fees. He referred to the budget summary page, which takes the original 2016 ATM authorization (Art 42), deducts the expenses to date and anticipated expenses for a remaining balance of \$486,967.39, which is the amount available for architectural and engineering services and repairs and improvements to secure the building.

Mr. Coderre then reviewed the draft proposal submitted by DBVW Architects, which included his hand written notes under "Section II Fee Proposal". He indicated he was seeking input from the Committee regarding Phase I–Securing the Building, Phase II–Condition Assessment and Preservation Plan and Phase III–Feasibility and Reuse. Phase I included an option for enhanced scans and interior elevations for \$24,380 which are not necessary at this time. If the Town decides it wants the enhancement, it can add it in at a later date. He emphasized that building repairs are the priority. The site survey is estimated to cost \$12,000. The total architectural fees for Phases I - III and the site survey is \$183,330. After deducting this amount from the anticipated available balance, the project is left with a remaining budget of \$303,637 to be used for Phase I building improvements. The plan is to move forward with Phases I & II and hold off on Phase III, as it reflects unknown expenses that will be updated upon completion of Phases I & II. The Architect cannot proceed with Phase II until a Notice to Proceed has been issued by the Town.

Following discussion and careful consideration, the consensus of the Committee was to proceed with Phase I at \$45,490 (\$69,870 - \$24,380 enhanced scans) and Phase II at \$46,030 (\$34,030 + \$12,000 survey). Phase III will be revisited after completion of the first two Phases since the architect was only able to propose allowances for these services without the information coming from Phases I & II.

In response to Committee members' requesting to tour the interior of White Cliffs, the Town Administrator clarified that as volunteers, Committee members are excluded from coverage under the Town's Worker's Compensation policy, and per the Town's insurer, allowing members of the public or volunteers access to the vacant facility could be deemed negligence for which the Town could be held liable in the event of injury. The Town's insurer has advised that access to the facility be limited to staff and/or contractors from whom the Town has received appropriate proof of insurance.

Ms. Polanowicz asked what the timeline was for the project. Mr. Coderre replied that he would like to finalize the contract and issue the Notice to Proceed on January 7, 2019. A press release can be issued after the Notice is issued. Ms. Polanowicz volunteered to draft a press release.

APPROVAL OF MINUTES OF OCTOBER 23, 2018

Mr. Reardon moved to approved the meeting minutes of October 23, 2018 as submitted; Mr. Corbin seconded the motion; Vote: 3-0-1 (Ms. Hirsh abstained as she was not present at the meeting).

NEXT MEETING

The next meeting date TBD.

ANY OTHER BUSINESS

None.

ADJOURNMENT

Mr. Reardon moved to adjourn the meeting at 11:20 a.m.; Mr. Corbin seconded the motion; the vote was all in favor.

Respectfully Submitted,

Lynda LePoer
Executive Assistant

Documents used during meeting:

1. December 21, 2018 Meeting Agenda
2. October 23, 2018 Meeting Minutes
3. White Cliffs Budget Update 12.21.18
4. Draft Proposal from DBVW Architects dated December 20, 2018
5. Based Detail Example – Juniper Point Road
6. Enhanced Detail Example – Woburn Library